MONTE CARLO®

CEILING FAN COMPANY

Owner's Guide and Installation Manual

5BR52XXD Series Fan

UL Model No. : AC-552OD

Attach sales receipt to this card and retain as your proof of purchase

DATE OF PURCHASE: _____

RETAILER NAME: _____

MODEL NUMBER: _____

RETAILER ADDRESS: _____

To register your fixture, please visit our website www.montecarlofans.com

c UL us LISTED

8.6 kgs
18.92 lbs

Total fan weight with light kit

Cautions and Warnings

WARNING: TO REDUCE THE RISK OF FIRE, ELECTRIC SHOCK, OR INJURY TO PERSONS, OBSERVETHE FOLLOWING
READ AND SAVE THESE INSTRUCTIONS

Installation work and electrical wiring must be done by qualified person(s) in accordance with applicable codes and standards (ANSI/NFPA 70-1999), including fire-rated construction.

Use this unit only in the manner intended by the manufacturer. If you have any questions contact the manufacturer.

After making the wire connections, the wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box and ungrounded conductor on the other side of the outlet box. The splices, after being made, should be turned upward and pushed carefully up into the outlet box.

WARNING: Before you begin installing the fan, servicing or cleaning unit, Switch power off at Service panel and lock service disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a prominent warning device, such as a tag, to the service panel.

Be cautious! read all instructions and safety information before installing your new fan. Review the accompanying assembly diagrams.

When cutting or drilling into wall or ceiling, do not damage electrical wiring and other hidden utilities.

Make sure the installation site you choose allows the fan blades to rotate without any obstructions. Allow a minimum clearance of 7 feet from the floor to the trailing edge of the blade.

WARNING: To Reduce The Risk Of Fire, Electric Shock, or Personal Injury, Mount To Outlet Box Marked “Acceptable for Fan Support of 15.9 kg (35 lbs) or less” And Use Mounting Screws Provided With The Outlet Box.

CAUTION: For Compliance with Local Codes and Regulations, If Installing The Secondary Support Safety Cable in the U.S., Do Not Remove Knockouts In The Outlet Box. Mount the secondary support safety cable through the reserved nail/screw hole on the outlet box to the building structure (or the ceiling joist).

WARNING: To reduce the risk of personal injury, do not bend blade holders during installation to motor, balancing or during cleaning. Do not insert foreign object between rotating blades.

Attach the mounting bracket using only the hardware supplied with the outlet box.

WARNING: To reduce the risk of fire or electric shock, this fan must be installed with an isolating wall control/switch.

WARNING: To reduce the risk of fire or electric shock, do not use this fan with any solid state fan speed control device, or variable speed control.

If this unit is to be installed over a tub or shower, it must be marked as appropriate for the application.

Never place a switch where it can be reached from a tub or shower.

The combustion airflow needed for safe operation of fuel-burning equipment may be affected by this unit’s operation. Follow the heating equipment manufacturer’s guideline safety standards such as those published by the National Fire Protection Association (NFPA), and the American Society for Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) and the local code authorities.

CAUTION: To Reduce the Risk of Electric Shock, Disconnect the electrical supply circuit to the fan before installing the light kit.

All set screws must be checked and tightened where necessary before installation.

Note: Suitable for use in wet locations when installed in a GFCI protected branch circuit.

Tools Required for Assembly (not included): Electrical Tape, Phillips Screwdriver, Pliers, Safety Glasses, Stepladder and Wire Strippers

Customer Service
800-969-3347

Customer Service Center
7400 Linder Ave.
Skokie, IL 60077
www.montecarlofans.com

© 2013 Monte Carlo Fan Company

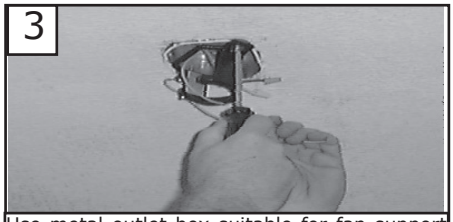
1

Before you begin installing the fan, Switch power off at Service panel and lock service disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a prominent warning device, such as a tag, to the service panel.

2

Before installing this fan make sure the outlet box is properly installed to the house structure. To reduce the risk of fire, electric shock, or personal injury, mount to outlet box or supporting system acceptable for fan support.
(Mounting must support at least 35 lbs.)

3



Use metal outlet box suitable for fan support and use only the screws provided with the outlet box (must support 35 lbs). Before attaching fan to outlet box, ensure the outlet box is securely fastened by at least two points to a structural ceiling member (a loose box will cause the fan to wobble). Remove the two outlet box screws provided with the box, aligning the holes of the mounting bracket with the holes of the outlet box. Re-install the 2 outlet box screws securely.

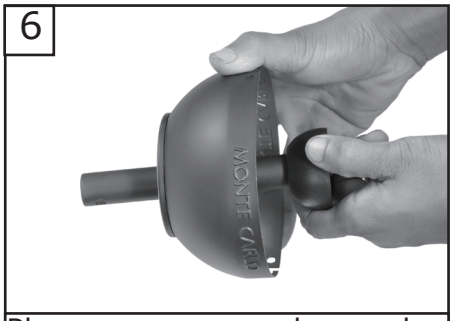
4 Downrod Mount Installation

Loosen 2 screws on yoke to allow down rod to slip into yoke.

5

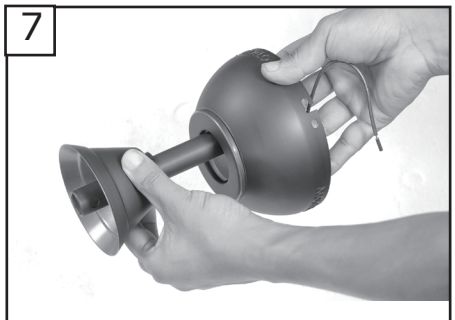
Remove keeper pin and cross pin from yoke, and save for later use.

6



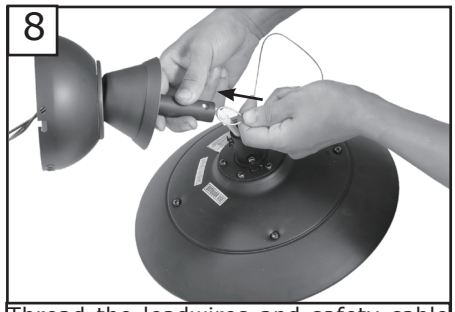
Place canopy over downrod.

7



Place yoke cover over downrod as shown.

8



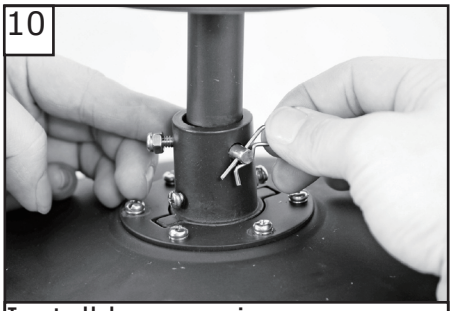
Thread the leadwires and safety cable through the downrod.

9

Insert downrod into the yoke on top of fan body. Align the hole in the downrod with the hole in the yoke. Insert cross pin through yoke and downrod until point appears on the other side.

© 2013 Monte Carlo Fan Company

10

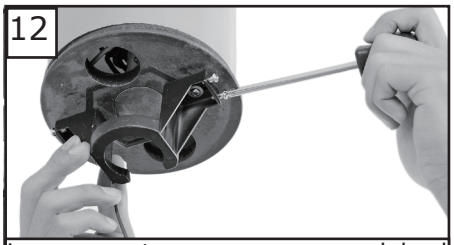


Install keeper pin.

11

Tighten 2 set screws on yoke once the down rod is in place.

12

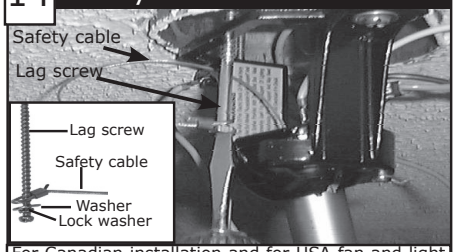


Loosen two preassembled screws across from each other corresponding to the open slotted holes on the canopy upper rim and remove the other two screws from mounting bracket. Keep screws for later use.

13

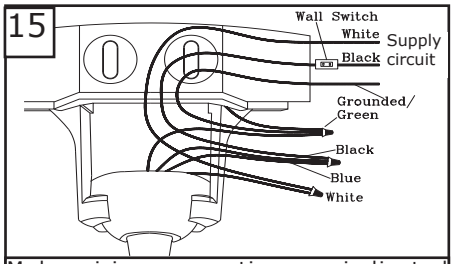
Hang assembled fan from the mounting bracket installed to ceiling in previous step. Make sure the fan is hanging straight. Rotate fan until the tab on the Mounting bracket engages the slot on the Downrod Ball. **This must be done to prevent the fan body from rotating when the blades are in motion.**

14 Safety cable installation



For Canadian installation and for USA fan and light kit combinations over 35 lbs, in both flush and downrod mode the safety cable must be installed into the house structure beams using the 3" lag screws,washers, and lock washers. provided. Make sure that when the safety cable is fully extended the leadwires are longer than the cable and no stress is placed on the leadwires.
Note: If Installing The Secondary Support Safety Cable in the U.S., Do Not Remove Knockouts In The Outlet Box.

15

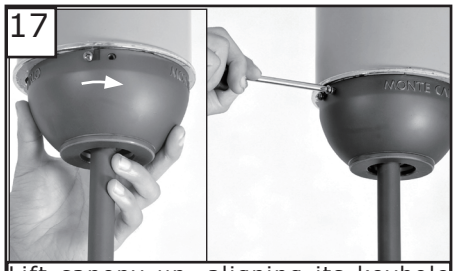


Make wiring connections as indicated above. Connect black and blue wire from fan to Black or (Hot) wire from house. Connect White wire from Fan to White (Neutral) wire from house. Connect Ground leads from mounting bracket and downrod to Ground lead from house. Refer to Safety Tips section of manual.

16

Make wire connections to power source using wire nuts provided. Make sure that no filiments are outside of the wirenut. After making the wire connections, the wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box and ungrounded conductor on the other side of the outlet box. The splices after being made should be turned upward and pushed carefully up into the outlet box.

17



Lift canopy up, aligning its keyhole slots with the preassembled screw on mounting bracket and twist clockwise till lock. Install the screw removed in step 12. Tighten all screws securely.

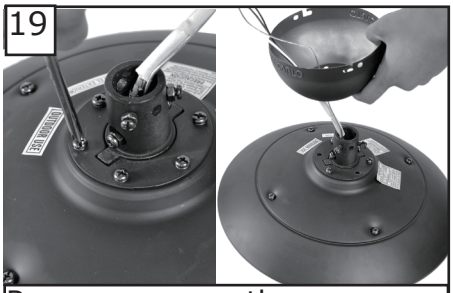
Go to step 27 to finish installation

© 2013 Monte Carlo Fan Company

18 Flushmount Installation

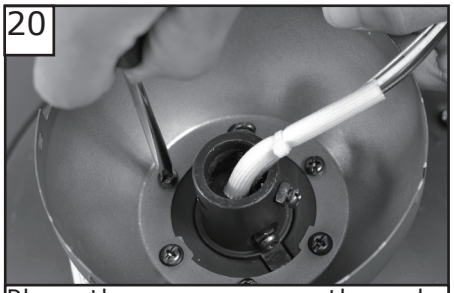
Remove canopy bottom cover from canopy by twisting counterclockwise.
Remove set screws and pins from yoke as inset shown.

19



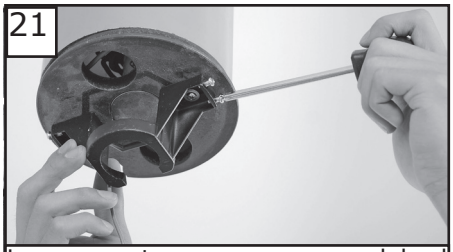
Remove every other screw as circled and save screws for later use.
Pass leadwires and safety cable through canopy.

20



Place the canopy over the yoke screws, aligning the large holes from the canopy over the screws on the yoke. Re-install the 3 screws removed in step 19 to secure the canopy.

21

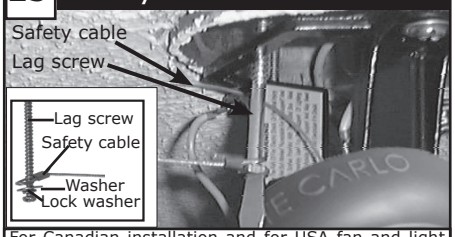


Loosen two preassembled screws across from each other corresponding to the open slotted holes on the canopy upper rim and remove the other two screws from mounting bracket. Keep screws for later use.

22

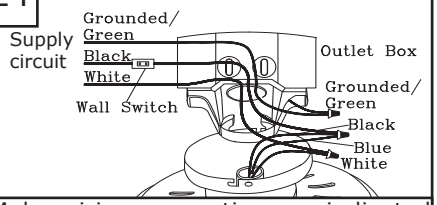
Hang fan from mounting bracket by the hands free hook into a closed hole on the edge of the Canopy.

23 Safety cable installation



For Canadian installation and for USA fan and light kit combinations over 35 lbs, in both flush and downrod mode the safety cable must be installed into the house structure beams using the 3" lag screws,washers, and lock washers. provided. Make sure that when the safety cable is fully extended the leadwires are longer than the cable and no stress is placed on the leadwires. **Note**: If Installing The Secondary Support Safety Cable in the U.S., Do Not Remove Knockouts In The Outlet Box.

24

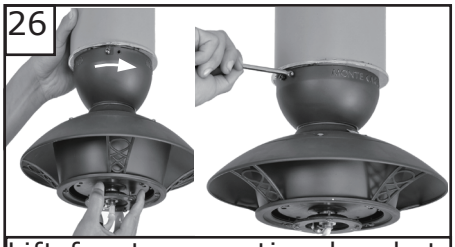


Make wiring connections as indicated above.Connect black and blue wire from fan to Black or (Hot) wire from house. Connect White wire from Fan to White (Neutral) wire from house. Connect Ground leads from mounting bracket to Ground lead from house. Refer to Safety Tips section of manual.

25

Make wire connections to power source using wire nuts provided. Make sure that no filiments are outside of the wirenut. After making the wire connections, the wires should be spread apart with the grounded conductor and the equipment-grounding conductor on one side of the outlet box and ungrounded conductor on the other side of the outlet box. The splices after being made should be turned upward and pushed carefully up into the outlet box.

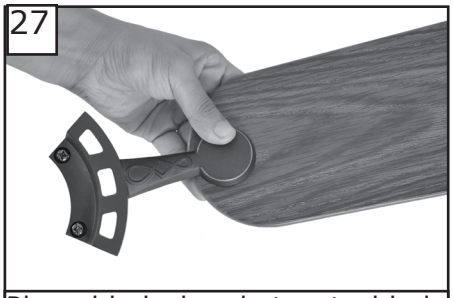
26



Lift fan to mounting bracket, aligning the "L" shape holes with the scresws on the mounting bracket. Turn the fan clockwise to lock in position. Re-nstall the 2 canopy mounting bracket screws removed in step 21.

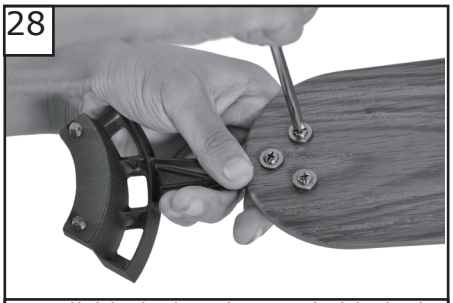
© 2013 Monte Carlo Fan Company

27



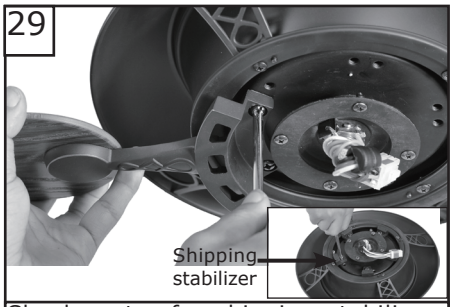
Place blade bracket onto blade by aligning the 3 holes on blade as shown.

28



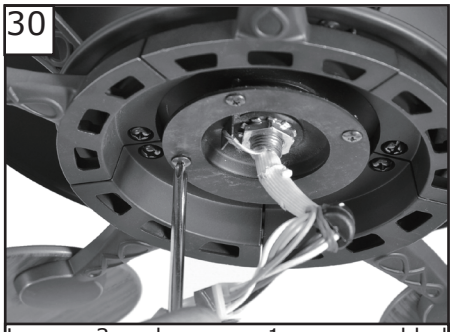
Install blade bracket with blade by 3 blade screws provided. Tighten securely. Repeat this process for remaining blades.

29



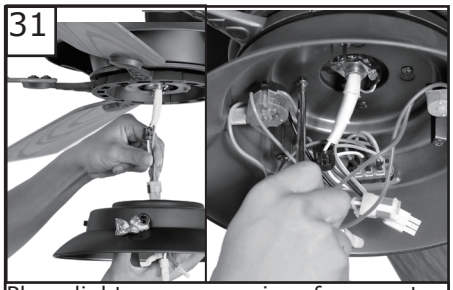
Check motor for shipping stabilizers and remove if present. Install the blade assembly to motor using the screws pre-installed. Tighten screws securely. Repeat this process for remaining blade assemblies.

30



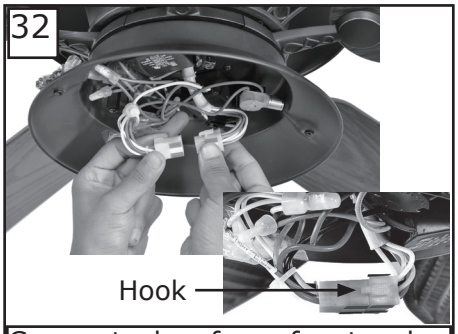
Loosen 3 and remove 1 preassembled scews from the plate on motor. Save screw for later use.

31



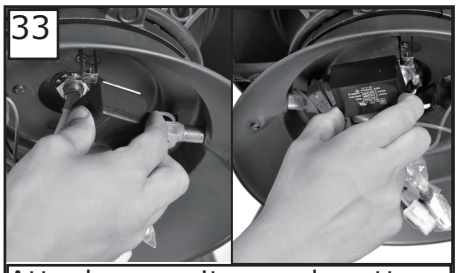
Place light pan over wires from motor. Attached light pan on to the plate on motor, aligning the keyhole slots with the preassembled screws on the plate. Twist clockwise till lock. Install the screw removed in step 30. Tighten all screws securely.

32



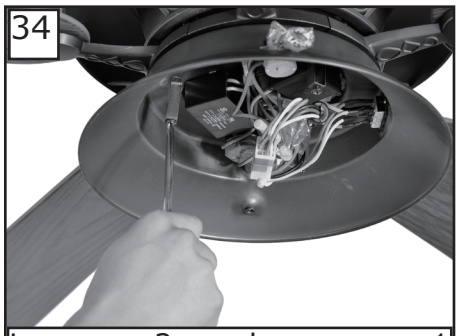
Connect plug from fan to plug from light pan. Make sure the plugs are hooked together.

33



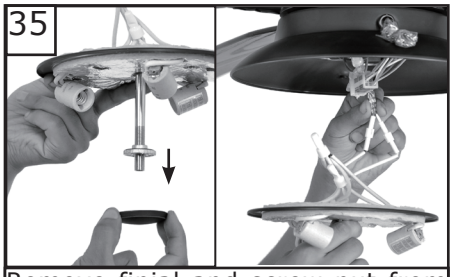
Attach capacitor and wattage limiter onto light pan by preadhered double-sided foam tap as shown.

34



Loosen 2 and remove 1 preassembled screw from the light pan. Save screw for later use.

35



Remove finial and screw nut from light fixture.
Connect white wire from light pan to white wire from light fixture. Connect blue wire from light pan to black wire from lighgt fixture.

© 2013 Monte Carlo Fan Company

36

Attached light fixture on to the light pan, aligning the keyhole slots with the preassembled screws on the light pan. Twist clockwise till lock. Install the screw removed in step 34. Tighten all screws securely.

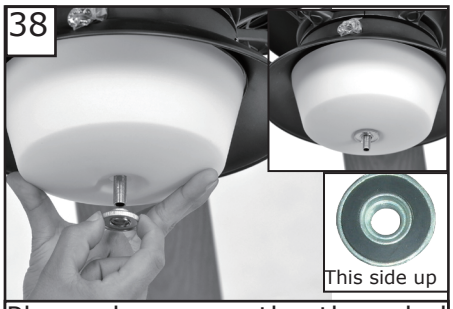
37

Install 3 x 40-watt candelabra base bulbs. Bulbs included.

WARNING: Over lamping the fan will result in the fan lights shutting down until the proper wattage of bulbs are installed.

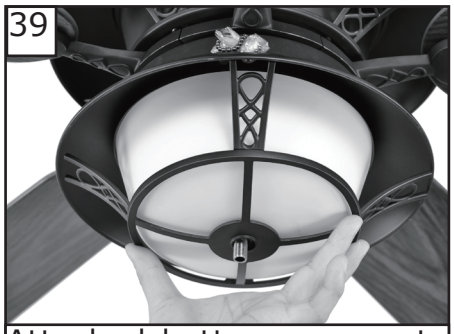
Reset the lights by turning off, replace bulbs with the correct wattage bulbs, turn the power on.

38



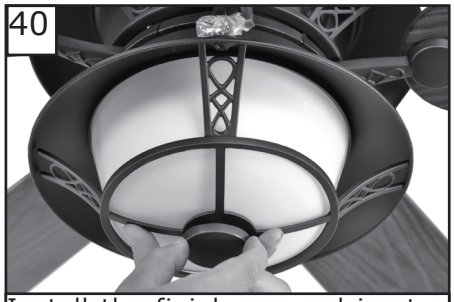
Place glass over the threaded rod and secure it by the screw nut removed in step 35. Tigthen securely.

39



Attached bottom cage onto glass as shown.

40



Install the finial removed in step 35 to secure the bottom cage with glass. Corresponding to step 41 to make sure pull chain align with knurled grommet on light fixture, and bottom cage.

41

Place pull chains through the knurled grommet on light fixture, and bottom cage as shown.

© 2013 Monte Carlo Fan Company

Trouble Shooting

If you have difficulty operating your new ceiling fan, it may be the result of incorrect assembly, installation, or wiring. In some cases, these installation errors may be mistaken for defects. If you experience any faults, please check this Trouble Shooting Chart. If a problem cannot be remedied, or you are experiencing difficulty in installation, please call our Customer Service Center at the number printed on your parts list insert sheet.

Warning: Before servicing or cleaning unit, Switch power off at Service panel and lock service disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a prominent warning device, such as a tag, to the service panel.

Trouble	Suggested Remedy
1. If fan does not start:	1.Check main and branch circuit fuses or circuit breakers. 2.Check line wire connections to fan and switch wire connections in switch housing. **CAUTION**: Make sure main power is turned off. 3.If this fan uses manual forward/reverse switch, make sure the switch is pushed firmly either way. Fan will not operate when switch is in the middle. 4.If this fan uses remote controller, make sure dip switches are setting properly and make sure battery is effective.
2. If fan sounds noisy:	1.Check to make sure all screws in motor housing are snug (not over tightened). 2.Check to make sure the screws which attach the fan blade holder to the motor are tight. 3.Check to make sure wire nut connectors in switch housing are not rattling against each other or against the interior wall of the switch housing. **CAUTION**: Make sure main power is turned off before entering switch housing. 4.Check to be sure light bulb is tight in socket and not touching the glass shade. 5.Some fan motors are sensitive to signals from Solid State variable speed controls. 6.Allow "break-in" period of 24 hours. Most noises associated with a new fan will disappear after this period.
3. If fan wobbles:	1.If this is a downrod mount fan, make sure the ridge on mounting bracket engages the notch in the downrod ball. 2.Make sure that canopy, mounting bracket or mounting plate are tightened securely to ceiling junction box and junction box is mounted firmly to ceiling joist. 3.Check that all blades are screwed firmly into blade holders. 4.Check that all blade holders are tightened securely to motor. 5.Most fan wobble problems are caused when blade levels are unequal. Check this level by selecting a point on the ceiling above the tip of one of the blades. Measure this distance from blade tip to ceilng. Keeping measure within 1/8", rotate the fan until the next blade is positioned for measurement. Repeat for each blade. If all blade levels are not equal, you can adjust blade levels by the following procedure. To adjust a blade tip down, insert a washer (not supplied) between the blade and blade holder at the screw closest to the motor. To adjust a blade tip up, insert washer (not supplied) between the blade and blade holder at the two screws farthest from the motor. Reverse the position of the washer if blades mount from top of blade. 6.If blade wobble is still noticeable, interchanging two adjacent (side by side) blades can redistribute the weight and possibly result in smoother operation.
4. If light does not work:	1.Check blue wire from fan to make sure it is connected to hot wire from house. 2.Check for loose or disconnected wires in fan switch housing. 3.Check for loose or disconnected wires in light kit. 4.Check for faulty light bulb and make sure bulb is tight in socket. 5.Remove light kit and check the plug connections if they are present. 6.If this fan uses remote controller, make sure dip switches are setting properly and make sure battery is effective. **CAUTION**: Make sure main power is turned off before entering switch housing and/or canopy. **WARNING**: Over lamping the fan will result in the fan lights shutting down until the proper wattage of bulbs are installed. Reset the lights by turning off, replace bulbs with the correct wattage bulbs, Turn power on.

© 2013 Monte Carlo Fan Company

Mar.2012 New format

Jul.2013 Update for CUL regulation